



**Biddick Academy**  
Biddick Lane  
Washington  
Tyne & Wear  
NE38 8AL  
Telephone: 01915111600

11-16 Comprehensive  
1133 on roll  
Headteacher: Miss K. Morris

### **Personal Assistant to the Headteacher**

**Full time – all year round**  
**Permanent**  
**£28,226 - £30,095**

**Required - 1<sup>st</sup> January 2023**

An exciting opportunity has arisen for Personal Assistant to the Headteacher at Biddick Academy. The ideal candidate will be a high performing individual with outstanding administrative and organisational skills. We are looking for a motivated team player with strong interpersonal and communication skills who pays attention to detail and can demonstrate good diary management skills.

The successful candidate will provide a full and comprehensive administrative service to the Headteacher while also supporting and promoting the Academy's ethos, objectives, policies, and procedures.

You will also support HR administrative process and provide confidential administration on matters related to staff. You will act as a confidential channel of communication with staff, parents and outside agencies and maintain good relationships with all pupils, parents, colleagues and external agencies.

Through effective PR, you will ensure that both parents and the local community have confidence in the Academy and that a positive image is portrayed, both through the local press and as demonstrated by the high-quality material that is provided by the Academy.

Biddick Academy is a thriving, oversubscribed 11-16 school conveniently located 10 minutes' drive from Newcastle and Durham. Our aim is simple, to inspire learning, unlock potential and achieve success. We provide a positive, aspirational environment for our students to flourish.



Biddick Academy provides an extremely supportive induction programme for new staff and excellent professional development opportunities.

Please contact Mrs Karen Southwick, Development Manager, [southwick.k@biddickacademy.com](mailto:southwick.k@biddickacademy.com) or 0191 5111600, ext. 5014 to arrange a visit or to have an informal discussion regarding the role.

To apply, please complete an application form and return to Mrs K. Southwick at the email address above.

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks. All shortlisted candidates will also be subject to online searches.*

*We are committed to diversity, inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.*

**Closing date for applications: 21<sup>st</sup> November 2022 at 9:00am**